

## Chapter 2.28

### PERSONNEL DEPARTMENT

#### Sections:

- 2.28.010 Director; Appointment; Duties Generally.
- 2.28.020 Office; Custody of Documents.
- 2.28.030 Reports to Council.

#### **2.28.010 Director; Appointment; Duties Generally.**

The Mayor shall appoint, with approval of the City Council, the Personnel Director. The Personnel Director shall be the secretary of the Personnel Board and the administrative head of the Personnel Department. The Personnel Director shall be responsible for the proper conduct of all administrative affairs of the Personnel Department and for the execution of the personnel program prescribed in the charter and in the ordinances and resolutions consistent therewith. The Personnel Director shall be responsible for administrative supervision of all divisions of the executive branch assigned or attached to the Personnel Department.

The Personnel Director shall:

- (a) Maintain the classification plan so that it reflects the current duties, responsibilities, and nature of work of positions of the city service.
- (b) Administer the compensation plan in accordance with the provisions of the charter and these rules.
- (c) Develop and administer such recruiting and examination programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the city service.
- (d) Encourage and exercise leadership in the development of effective personnel administration within the several departments of the city government and make available the facilities of the Personnel Department to this end.
- (e) Foster and develop, in cooperation with department heads and others, programs for the improvement of employee effectiveness, including training, safety, health, counseling and welfare.
- (f) Provide for the establishment and maintenance of a roster of all employees in the city service.
- (g) Provide a system of checking payrolls, so as to determine that all persons in the city service have been appointed and are being paid in accordance with these rules.
- (h) Prepare and adopt such forms and procedures as may be necessary or desirable to carry out the city's personnel program.
- (i) Apply and carry out the provisions of the charter and the rules adopted thereunder.
- (j) Attend meetings of the Personnel Board and provide secretarial services for the Board and for the keeping of minutes of its meetings.
- (k) Investigate, from time to time, the operations and effects of the charter and rules adopted thereunder and report findings and recommendations to the Personnel Board.

(l) Perform any other lawful acts which may be necessary and desirable to carry out the purposes and provisions of the charter and these rules. (Ord. 15389 §1; January 8, 1990; P.C. §2.58.100: Ord. 8619 §7; December 21, 1964; prior Ord. 7208 §10; June 20, 1960).

**2.28.020 Office; Custody of Documents.**

The Personnel Director shall keep an office in the rooms provided by the City Council which shall be kept open to the public during usual business hours. The Personnel Director shall have charge and control of all the necessary public charts, graphs, plans, books, documents, and other records pertaining to the office which shall be carefully preserved in the director's office as the property of the city. (Ord. 15389 §2; January 8, 1990).

**2.28.030 Reports to Council.**

The Personnel Director shall furnish the City Council with such reports as it may from time to time request. (Ord. 15389 §3; January 8, 1990).